

**Telephone Reference Check Template**

**Under North Carolina General Statute 126, employment references solicited by the University are considered confidential and may not be released to the applicant, employee, or public.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Applicant | | | | | **Name of Reference** | | | | **Reference’s Organization** | |
|  | | | | |  | | | |  | |
| **Relationship of Reference to Applicant** | | | | | **Employment Dates of Applicant** | | | |  | |
|  | | | | | From |  | To |  |  |  |
| **Title and Duties/Responsibilities of Applicant with Organization** | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | **Comments** | | | | | | |
| Quality of Work | | | |  | | | | | | |
| Quantity of Work | | | |  | | | | | | |
| Attendance | | | |  | | | | | | |
| Getting Along With Others | | | |  | | | | | | |
| Ability to Supervise | | | |  | | | | | | |
| Attitude Towards Supervision | | | |  | | | | | | |
| Reason for Leaving  (if applicable) | | | |  | | | | | | |
| **Would Reference Rehire Applicant?** | | | | | | | | | | |
|  | Yes |  | No If not, why? | | |  | | | | |
| **Additional Comments** | | | | | | | | | | |
|  | | | | | | | | | | |

|  |  |
| --- | --- |
| **Reference Obtained by** | **Date** |
|  |  |